



# MEMORANDUM

## OFFICE OF THE TOWN MANAGER

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To: Town Council

From: Laurel Prevetti, Town Manager

Subject: Manager's Weekly Memo

Date: September 25, 2015

A handwritten signature in blue ink, reading "Laurel Prevetti".

*Questions regarding the following should be directed to me. As specified by Town Policy, the Mayor or any two members of Council may request consideration of these or any items at a future Council Meeting.*

### 1. PG&E Vegetation Management

Last week, Parks and Public Works and PG&E staff met to discuss vegetation management efforts around PG&E utilities, including electrical transmission lines, distribution lines, and gas transmission lines. Through these efforts, PG&E is working to meet safety requirements for the industry. PG&E's program affects the Town in several specific locations, as described below.

Live Oak Manor Park: This park is situated on property owned by PG&E, and the Town entered into an agreement to use the land in 1968. The park is located directly below PG&E transmission lines. Transmission lines are the larger of the types of PG&E lines, carrying very high voltage power throughout the PG&E territory, and are discernable by the large metal towers holding the lines. In addition, Live Oak Manor Park houses distribution lines, which carry power from the transmission lines to residences and businesses. Distribution lines are typically identified by the wood poles that support the lines, often with other utilities on the poles as well. PG&E actively removes trees that come within specific distances of their lines in order to comply with Public Utility Commission Regulations. In Live Oak Manor Park, this will likely require the removal of eight mature Redwood trees. Town staff has asked PG&E to collaborate with the Town in notifying park users, and to develop a plan for the planting of smaller canopy replacement trees in the park. The Town has requested these efforts prior to the removal of trees. PG&E has committed to do so, and to also pay for the mitigation measures.

Wimbledon Drive: This area consists of a private development with a PG&E easement. The easement is for transmission lines that predate the development. PG&E wishes to remove 15 to 20 trees in this neighborhood that create risk for their transmission lines. The majority of these trees are redwoods. PG&E has struggled to arrive at a satisfactory solution with the homeowners association on the issue. PG&E intends to attempt additional outreach efforts, however, believes the tree removal is ultimately necessary in spite of any objections from the neighborhood. PG&E has the right to go forward with the tree removal, but would rather come to an amicable solution prior to implementing any tree removals.

Gas Line Data: In early October, PG&E will have compiled data on the location of gas lines, transmission lines, and the trees above those lines that need to be removed. PG&E has committed to work with the Town on that program, and will schedule a meeting for early October with Town staff to discuss their efforts.

## 2. **Proposed Multiple City Affordable Housing Impact Fee Study**

The Silicon Valley Community Foundation is leading an effort to complete a multiple city affordable housing impact fee nexus study. A nexus study is required if a city is interested in levying an affordable housing impact fee on residential and/or commercial development. The study consists of two parts: (1) determination of an appropriate fee on development based on the development's demand for affordable housing and (2) feasibility of development to pay the fee. The multi-city study would be completed by Keyser Marston Associates and each participating city would pay a share of the study preparation costs. If ten cities participate, the estimated cost is approximately \$32,000 per jurisdiction. To date, Albany, San Leandro, Union City, Fremont, Milpitas, and Los Altos have officially agreed to participate. Saratoga and Campbell are discussing it at their respective Council meetings in early October.

Given the Town's relatively low level of development, the cost of the study, and the Town's existing Below Market Price program, staff has indicated to the Community Foundation that the Town is not interested in participating in the study. Staff is monitoring this effort and remains in communication with the Community Foundation.

## 3. **Homebound Book Delivery**

The Library and Police Department are joining together to deliver books to Los Gatos residents who are unable to leave their homes. Library staff will be coordinating with residents to package up books for delivery and "Volunteers in Policing" staff will be delivering books. This will begin as a pilot project in October.

4. **Boards and Commissions Recruitment Update**

The recruitment for Boards and Commissions is under way for 18 total positions. Attached is a summary of the applications received to date for each Board and Commission. The newly created Ad Hoc Citizen Committee is on a separate, shorter timeline and staff is doing additional outreach to attract potential candidates. We are hopeful residents will volunteer for these opportunities and I will encourage our community to do so under Manager Matters at the next Council meeting.

5. **Vote by Mail Ballot Pre-Paid Postage**

At their June 23, 2015 meeting, the Santa Clara County Board of Supervisors approved implementing pre-paid postage return envelopes with every Vote by Mail ballot with cost recovery from local jurisdictions. For a special election, fees will be charged to the jurisdiction for the actual cost of vote by mail postage. For a general or primary election, fees will be charged as follows:

\$0.31 per registered voter for 1<sup>st</sup> issue and

\$0.11 for an additional issue on the ballot for the same registration.

6. **Voter Registration**

The Santa Clara County Registrar of Voters celebrated "National Voter Registration Day" on September 21 and "High School Voter Education Week" September 14 through 25, 2015. The Los Gatos Clerk's Office has voter registration applications available year-round, and in Spring 2015, provided two boxes of registration applications to Los Gatos High School for distribution to students turning 18 years old. Additionally, beginning this week the Library has voter registration applications available in the teen area as well as at the information counter in the lobby.

7. **Public Records Requests**

The Clerk's Office has seen an increase in Public Records Requests in recent months. For the calendar year 2014, the Clerk Department processed a total of 84 requests. As of September 22, 2015, we have received 110 public records requests to date for 2015.

Monthly comparisons for June through September, 2014 and 2015, are as follows:

YEAR	June	July	August	September	TOTAL
2014	5	7	6	2	20
2015 (through 9/22/15)	12	19	8	13	52

8. **Samaritan Medical Center Notice of Preparation Comments**

PPW and CDD have provided comments to the City of San Jose on the Samaritan Medical Center Notice of Preparation (NOP) (attached). A NOP is provided as notification that an Environmental Impact Report (EIR) will be prepared for a development project and gives the public an opportunity to identify issues that should be evaluated in the EIR. The proposed Samaritan Medical Center development consists of adding up to 365,000 square feet of medical office on Samaritan Court and across the street from Samaritan Court on the north side of Samaritan Drive. The 2.24-acre site on Samaritan Court is currently vacant. The site on the north side of Samaritan Drive currently has single-story medical office buildings that would be removed.

The Town's comments to the NOP address the potential traffic impacts to the Town's intersections and streets, in particular the nearby streets such as Los Gatos Boulevard, Samaritan Drive, National Avenue, and Carlton Avenue. In addition, the Town's comments noted that the traffic analysis should consider future cumulative impacts with nearby developments such as the North 40 and Campbell's Dell Avenue Area Plan.

9. **Parks and Public Works Winter Preparations Work**

As the summer weather winds down, the Parks and Public Works Department has shifted gears to prepare for winter storms. Although this is an annual effort, the threat of an El Nino winter makes it all the more important this year. Preparation efforts include the review and cleaning of catch basins and storm lines throughout the Town. Staff also visits creeks and drainage ditches throughout the Town to clean out large debris that may create blockages downstream. Generally staff encounters tree branches and stumps, but there are also large pieces of trash, tires, and other refuse. This is by far the biggest element, as the hillsides provide numerous locations where water can collect and this effort goes a long way towards reducing localized flooding that can occur during heavy rains. Town staff also retains a map of "hot spots" that have proven troublesome over time. These locations get extra attention and routine follow up. After the first rain, the entire preparation effort will occur again as more debris washes down from higher elevations. During the heaviest storms, Parks and Public Works will implement a flood watch program that focuses all staff resources on addressing flooding concerns.

10. **Police Department Firearm Replacement**

The Police Department is in the process of transitioning its Department-issued handguns from Smith & Wesson to Glock firearms. The Smith & Wesson handguns were originally purchased in 1994 and have shown extensive signs of wear, demonstrated unreliability, and are no longer manufactured causing difficulty with replacing parts.



Over the last six months, the Police Department has worked in conjunction with the Finance Department, Town Manager's Office and Federal Firearms Licensee law enforcement suppliers to identify options that would provide the officers with current reliable equipment within a reasonable budget. Over 90% of the officers currently carry Glock handguns. Through a recent quote with LC Action, a sole source law enforcement Glock firearms dealer in Northern California, they have agreed to a one time trade-in credit (\$8,040) for all 40 Smith & Wesson handguns in exchange for 18 Glock handguns, with no additional costs.

The newly obtained Glock handguns would be retained by the Police Department to issue to new officers and supplement those officers who currently carry the Smith & Wesson firearms. As a law enforcement firearms dealer, LC Action would make the Town's traded in Smith & Wesson firearms available for retail sale to sworn law enforcement personnel only, or provide them to Glock in exchange for a credit value. There are no ongoing expenses associated with this one time trade-in of department issued firearms.

**11. Planning Commission Agenda**

Attached is a copy of the September 23 Planning Commission agenda indicating actions taken on each item.

**12. Town Closure Dates**

For the purpose of advance notice and information, I would like to provide Council with Town office closure dates for the remainder of the year:

- *Thursday, November 26 and Friday, November 27:* Thanksgiving Holiday.
- *Thursday, December 24, 2015 through Friday, January 1, 2016:* Year-end closure of all Town business offices and regular operations. A year-end closure has been in place for a number of years, and is comparable to closures observed by other local public agencies and private sector employers. Also as in past years, we anticipate service demands to be light during the closure period. All offices will re-open for regular business hours and operations on Monday, January 4, 2016.

Please also note, as was the case in 2014, the Town will not be closed on Veterans Day, Wednesday, November 11, as it is not a Town-observed holiday. Prior to 2014, Town offices closed on Veterans Day as one of the unpaid employee furlough days.

**13. Town Proclamations**

For all Council members' awareness, attached are copies of Town Proclamations issued in September, which were mailed or presented separately (not presented at a Council meeting.) The two Proclamations issued were in recognition of "Childhood Cancer Awareness Month" and "Ovarian Cancer Awareness Month."

**14. Town Manager Observations**

I have completed one-on-one meetings with each Department Director, reviewing accomplishments, work in progress, and other work plan items. My assessment is that the organization is generally on track to deliver a variety of work items in the upcoming months.

I am also investing time with other executive management staff (e.g., Interim Assistant Town Manager, Economic Vitality Manager, Town Engineer, Police Captain, etc.) to support their work with the Town, explain my leadership style, and provide informal coaching. These efforts are intended to foster a strong team that works together to provide service to the community. As appropriate in my communications with staff, I link our work to core values of public service, government accessibility, transparency, and community engagement.

**15. Letters of Appreciation**

A letter of appreciation was received for PPW staff, for the swift response and action taken regarding the road condition on Cypress Way.

LP:jj

**Attachments**

Boards and Commissions Recruitment Update  
Samaritan Medical Center Letter  
Planning Commission Agenda  
Town Proclamations  
Letter of Appreciation